

# Missouri Substance Abuse Counselors' Certification Board, Inc.



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“The Missouri Substance Abuse Counselors’ Certification Board will oversee, monitor and regulate the practice of substance abuse counseling in Missouri by establishing standards, and counselor compliance with those standards and by approving education and training. We will carry out these functions by interacting and partnering with other agencies to promote the profession and communicating accurate information about substance abuse counseling, prevention and certified substance abuse counselors and prevention professionals, where appropriate. As an organization we will strive to maintain fiscal responsibility and stewardship of resources, while constantly improving the quality of our services. The Missouri Substance Abuse Counselors’ Certification Board is committed to promoting and protecting the integrity of the substance abuse counseling profession.”

State of Missouri Caregiver Background Screenings are conducted on all applicants. Information contained in the record checks shall be used to determine good moral character. Applicants who have been on probation or parole for any federal, state, county, city, or municipal offense must have been released from court supervision for a minimum of two years prior to applying for any level of recognition or certification.

## **HISTORY**

The Missouri Substance Abuse Counselors' Certification Board, Inc. (MSACCB) is a not-for-profit organization established in 1977 from the (then) Missouri Association of Alcoholism Counselors for the purpose of providing a recognized credential for qualified counselors working in the field of substance abuse treatment.

The MSACCB is a member of the International Certification and Reciprocity Consortium. This consortium manages reciprocity and maintains international standards for certified counselors, advanced counselors, clinical supervisors and prevention specialists.

Counselors certified at the reciprocal level through the International Certification and Reciprocity Consortium (ICRC) process are now included in the Federal Department of Transportation's (DOT) definition of a Substance Abuse Professional (SAP).

MSACCB is staffed with an executive director and support staff. There are ten board members, six of whom are elected representatives of one of the established regions in the State.

## **WHY CERTIFICATION?**

- Protects Clients from unqualified practitioners
- Sets standards for professional ethics and competence
- Raises status of substance abuse treatment and prevention professionals
- Improves access to funding sources

## **LEVELS OF RECOGNITION/CERTIFICATION**

MSACCB offers a five-step career ladder for counselors as well as one level for prevention professionals. Applicants may enter the ladder at any level for which they can satisfactorily demonstrate they have met established criteria related to education, training, and experience.

## **APPLICATION PROCEDURES**

The applicant must meet all requirements for the level that is being applied for at the time the application is submitted to the Board for recognition or certification. If the applicant does not meet the requirements he/she should not apply at this time. After meeting the requirements an application should be submitted to the Board Office as soon as possible due to deadlines for the credentials committee review and testing.

<b>RASAC I</b>	<b>Recognized Associate Substance Abuse Counselor I</b> <ul style="list-style-type: none"> <li>• State of Missouri Caregiver Background Screening</li> <li>• High School Diploma or GED</li> <li>• Counselor Development Plan* (a form in the application packet)</li> <li>• 160 Hours Employment within last 10 years</li> <li>• Three Letters of Recommendation</li> </ul>
<b>RASAC II</b>	<b>Recognized Associate Substance Abuse Counselor II</b> <ul style="list-style-type: none"> <li>• State of Missouri Caregiver Background Screening</li> <li>• High School Diploma or GED</li> <li>• 2000 Hours Employment within last 10 years</li> <li>• Counselor Development Plan* (a form in the application packet)</li> <li>• 90 Contact Hours of Education r elated to the five per - formance domains, and also includes the following: <ul style="list-style-type: none"> <li>9 hours of substance abuse ethics</li> <li>30 substance abuse related hours</li> <li>30 hours obtained in past 12 months; 20 of this 30 must be outside place of employment</li> </ul> </li> <li>• 400 Hours of Supervised Practicum in the 12 Core Functions including 75 hours of supervision*</li> <li>• Three Letters of Recommendation</li> </ul>
<b>CSAC I</b>	<b>Certified Substance Abuse Counselor I</b> <ul style="list-style-type: none"> <li>• State of Missouri Caregiver Background Screening</li> <li>• High School Diploma or GED</li> <li>• 4000 Hours Employment within last 10 years</li> <li>• 180 Contact Hours of Education r elated to the five per - formance domains, and also includes the following: <ul style="list-style-type: none"> <li>9 hours substance abuse ethics, 45 hours substance abuse training and 45 hours counseling skills. 60 hours obtained in past 2 years and 40 of this 60 obtained outside place of employment</li> </ul> </li> <li>• 1000 Hours of Supervised Practicum in the 12 Core Functions including 125 hours of supervision*</li> <li>• Three Letters of Recommendation</li> <li>• Written Case Study</li> <li>• Successful completion of the Written Examination</li> <li>• Successful completion of the Case Presentation Method (CPM)</li> </ul>

<p><b>CSAC II</b></p> <p><b>Reciprocity Level</b></p>	<p><b>Certified Substance Abuse Counselor II</b></p> <ul style="list-style-type: none"> <li>• Request for State of Missouri Caregiver Background Screening</li> <li>• High School Diploma or GED</li> <li>• 6000 Hours Employment within last 10 years</li> <li>• 270 Contact Hours of Education related to the five performance domains, and also includes the following:             <ul style="list-style-type: none"> <li>9 hours substance abuse ethics, 45 hours substance abuse training and 45 hours counseling skills. 60 hours obtained in past 2 years and 40 of this 60 obtained outside place of employment</li> </ul> </li> <li>• 1800 Hours of Supervised Practicum in the 12 Core Functions including 150 hours of supervision*</li> <li>• Three Letters of Recommendation</li> </ul> <p>If not previously completed at the level required of CSAC I</p> <ul style="list-style-type: none"> <li>• Written Case Study</li> <li>• Successful completion of the Written Examination</li> <li>• Successful completion of the Case Presentation Method (CPM)</li> </ul>
<p><b>CASAC</b></p> <p><b>Reciprocity Level</b></p>	<p><b>Certified Advanced Substance Abuse Counselor</b></p> <ul style="list-style-type: none"> <li>• State of Missouri Caregiver Background Screening</li> <li>• Master's degree in a Human Services Behavioral Science field with a Clinical application (e.g. practicum)</li> <li>• 4000 Hours Employment within last 10 years</li> <li>• 180 Contact Hours of Education related to the seven performance domains, and also includes the following:             <ul style="list-style-type: none"> <li>9 hours substance abuse ethics, 45 hours substance abuse training and 45 hours counseling skills. 60 hours obtained in past 2 years and 40 of this 60 obtained outside place of employment</li> </ul> </li> <li>• 300 hours of Supervised Practicum in the 12 Core Functions including a minimum of 30 hours of supervision*</li> <li>• Three Letters of Recommendation</li> <li>• Successful completion of the Written Examination for CASACs</li> </ul> <p>If not previously completed at the level required of CSAC I or II</p> <ul style="list-style-type: none"> <li>• Written Case Study</li> <li>• Successful completion of the Case Presentation Method (CPM)</li> </ul>

\* CSAC IIs and CASACs are the only qualified supervisors for application purposes

<div data-bbox="133 170 186 646" data-label="Page-Header"> Reciprocity Level </div> <div data-bbox="102 100 198 129" data-label="Page-Header"> CSAPP </div>	<div data-bbox="247 100 904 129" data-label="Section-Header"> <h2>Certified Substance Abuse Prevention Professional</h2> </div> <div data-bbox="247 141 931 651" data-label="List-Group"> <ul style="list-style-type: none"> <li>• State of Missouri Caregiver Background Screening</li> <li>• 2000 Hours Employment within last 5 years</li> <li>• High School Diploma or GED</li> <li>• 120 Hours of Supervised Practicum in the five Performing Domains. A minimum of 20 Performing in each of the domains</li> <li>• 100 Contact Hours of Education r elated to the five performance domains, and also includes the following: <ul style="list-style-type: none"> <li>9 hours prevention abuse ethics, 50 hours ATOD training. 60 hours obtained in past 2 years and 40 of this 60 obtained outside place of employment</li> </ul> </li> <li>• Three Letters of Recommendation</li> <li>• Successful completion of the ICRC Written Examination for Prevention Specialists</li> </ul> </div>
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## EMPLOYMENT REQUIREMENTS

- **Verification of employment from past and current supervisors (form provided) -For counseling recognitions/ certifications all work experience in areas other than the 12 core functions will not be applicable. Work experience will be prorated when an applicant is not working in the 12 core functions 100% of the time. The 12 core functions of counselor competency are:**
  - 1. Screening**
  - 2. Intake**
  - 3. Orientation**
  - 4. Assessment**
  - 5. Treatment Planning**
  - 6. Counseling**
  - 7. Case Management**
  - 8. Crisis Intervention**
  - 9. Client Education**
  - 10. Referral**
  - 11. Reports and Record Keeping**
  - 12. Consultation**

- For CSAPP, all work experience in areas other than the five performance domains will not be applicable. Work experience will be prorated when an applicant is not working in the five domains 100% of the time. The five performance domains are:
  - Program Coordination
  - Education and Training
  - Community Organization
  - Public Policy
  - Professional Growth and Responsibility

## **EDUCATION REQUIREMENTS**

**RASAC II, CSAC I, and CSAC II**

Education hours, which includes the following five major performance domains: assessment, counseling, case management, education and professional responsibility which comprise the alcohol and drug counseling profession.

**CASAC**

Master's degree in a Human Services Behavioral Science field with a clinical application plus education hours, which includes the following seven major performance domains: assessment, counseling, case management, education, professional responsibility, clinical supervision, and research.

**CSAPP**

Education hours, which include the following five major performance domains: program coordination, education and training, community organization, public policy, and professional growth and responsibility.

All levels require official transcripts of formal education to be sent to the MSACCB by the accredited college or university. Copies of certificates of completion and information describing professional training experiences are acceptable.

## **WRITTEN EXAMINATION**

**CSAC I and CSAC II**

The international certification examination for alcohol and other drug counselors is comprised of 150 multiple-choice questions covering the following five performance domains in substance abuse counseling:

- Assessment
- Case Management
- Counseling
- Education
- Professional Responsibilities

#### **CASAC**

The international certification examination for advanced alcohol and other drug counselors is comprised of 175 multiple-choice questions covering the performance domains listed previously in addition to the two additional domains of clinical supervision, and research.

#### **CSAPP**

The international certification examination for prevention specialists is also comprised of 150 multiple-choice questions covering the performance domains.

- Program Coordination
- Education Training
- Community Organization
- Public Policy
- Professional Growth and Responsibility

Testing time for each examination is 3 1/2 hours and is scheduled twice a year in June and December. Applications for the June written examination must be postmarked by February 4th. Applications for the December written examination must be postmarked by August 4th.

### **CASE PRESENTATION METHOD (CPM)**

Each candidate for counselor certification must develop a written case study of a typical client, then orally present and defend the case before a team of trained peer evaluators.

The Case Presentation Method is designed to assess counselor competency in the 12 core functions.

### **RENEWAL**

RASAC I certificates are not renewable. Renewal of the RASAC II certificate occurs on an annual basis and requires payment of the current fee (see fees) along with verification



of 20 contact hours of approved continuing education, 10 hours of which may be in-service trainings.

With the exception of the first renewal which will be annual renewal of CSAC I and II and CSAPP certificates occurs every two years and requires payment of the current fee (see fees) along with verification of 60 contact hours of approved continuing education, 20 hours of which may be in-service trainings.

With the exception of the first renewal which will be annual renewal of CASAC occurs every two years and requires payment of the current fee (see fees) along with verification of 40 contact hours of approved continuing education, 20 hours of which may be inservice trainings.

## **FEES**

Application packet	\$ 25.00
RASAC I/II recognition	\$ 125.00
CSAC I/II, and CASAC certification	\$ 350.00
CSAPP certification	\$ 250.00
RASAC II annual renewal	\$ 75.00
CSAC I/II, CASAC, and CSAPP biennial renewal	\$ 190.00

## **HOW TO APPLY**

Application packets include detailed instructions for applying for recognition or certification through MSACCB. Your packet will be individually numbered and valid for six months. (However, requirements are subject to change without notice.) Upon submitting an application, deficiencies must be corrected within 90 days of notice.

If you would like to apply, please send your check for \$25.00 (no cash, please) made payable to "MSACCB" at this address:

**MSACCB  
PO Box 1250  
Jefferson City, MO 65102-1250**